



AUDIENCE	TUITION	LOCATION	DURATION
MENTEES & MENTORS	FREE	VIRTUAL or IN-PERSON*	12- MONTH COMMITMENT



DFW Federal Executive Board Mentoring Program

Application Period: July 12 – July 30, 2021

The Federal Government depends on its leaders to initiate and drive results. The development of government leaders is key to the future of our nation.

The DFW FEB Inter-agency mentoring program in its fourth iteration, provides an opportunity for federal employees in the DFW area to reflect on and discuss ideas, issues, and areas of personal growth. The program provides an opportunity for employees from agencies within the DFW federal family to participate in a 12-month, structured mentoring relationship. It is an effective way to provide professional development and enhance learning in the workplace.

Professional literature is rich in documenting how mentoring has a positive influence on professional growth, knowledge transmission, and employee retention, which benefits both the individual and the organization. This inter agency mentoring program especially fosters collaboration, expands the breadth of knowledge about the Federal government, provides a safe place for the interchange of ideas and provide a fresh perspective that is not tied to an established agency's mindset.

The program allows for selecting a mentor through one of three ways. A mentee can use an existing mentor, find their own, or by our special characteristic of matching a mentee with a mentor. Each party completes a profile regarding the competencies they possess or need. The mentor and mentee profiles are turned in and an algorithm matches the mentee with a mentor based on competencies, agency affiliation, and leadership experience.

The program includes individual meetings between mentors and mentees, group activities, networking events, and career and academic workshops. Mentors and mentees receive an orientation/training session that provide an overview of the program, expectations of the mentor/mentee relationship, the roles, responsibilities, and benefits of each party and suggested activities to do together. Mentor/mentee pairs are required to meet at least twice a month virtually or in person and communicate more frequently via phone. The first meeting is typically at the Kick-Off Reception.

2021-2022 PROGRAM DATES

Program Orientation and Kick-Off (Virtual)

(All participants should attend.)

Date: September 8, 2021

SESSION 1: Sharing Backgrounds, Interests, Goals (Virtual)

Date: No later than September 28, 2021

SESSION 2: Finalize Mentoring Action Plan

Date: October 15, 2021

SESSION 3: Leadership Seminar by the NRC, Region IV

(All participants should attend.)

Date: November 9, 2021

SESSION 4: Mid-Point Check-In

Check-In

Individuals provide email to host with status/suggestions

Date: January 31, 2022

SESSION 5: Responding to Change/SES Guest Speaker

(All participants should attend.)

Date: Wk. of March 7, 2022

SESSION 6: Interviewing Techniques

(All participants should attend.)

Date: Wk. of May 2, 2022

SESSION 7: Graduation and Program End

Date: Wk. of July 25, 2022



NO TUITION - THE MENTORING PROGRAM IS COMPLETELY FREE AND INCLUDES

- > Coaching/Mentoring sessions arranged by mentor and mentee
- > Suggestions for professional development materials (e.g., videos, articles) by mentor to mentee
- > Assessments, one-on-one coaching and individualized development planning
- > Recommended virtual and online leadership webinars and keynote speaker series
- > Access to DFW FEB resources and networks
- > Invitation to mentor agency activities
- > Working together to accomplish goals



WHO SHOULD APPLY

The Dallas Ft. Worth Mentoring Program is designed for Federal Employee Mentees (typically GS-05 to GS-13) that desire an opportunity to learn and be mentored by Federal leaders from a Federal agency other than their own. Mentors should apply (Typically GS-9 to SES) to participate in the development and coaching of future leaders in Government.



LOCATION

Current sessions are held virtually. If Maximum Telework posture is rescinded, there is a possibility that sessions will be held in-person.



TIME COMMITMENT

Each mentor and mentee are expected to participate in the initial orientation session. Both mentor and mentee are expected to prepare for and attend regularly scheduled mentor/mentee sessions. Mentor/mentee sessions should not last more than 1-hour and must be conducted at least twice a month. Prior to applying to the program, both mentor and mentee should review the schedule and confirm availability for the year-long program. In addition to applying, all participants must attend combined coaching/ keynote sessions scheduled by program host. These sessions should last no more than two hours each session.



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DFW FEB
INTER-AGENCY
MENTORING PROGRAM

FEB Mentoring Program Host Agency Responsibility Information

The DFW Federal Executive Board rely on federal agency support to sustain the mentoring program. As we know, mentoring is a well-established secret to professional success. The program is geared toward the next generation of Federal leaders, developing and creating opportunities for growth, and making each participant a leader.

The successful program is in its fifth iteration. The Nuclear Regulatory Commission (NRC), Region IV, is now hosting this program. Many thanks to both the first agency to host the program, the Federal Emergency Management Agency (FEMA), and the second agency, the National Highway Traffic Safety Administration (NHTSA), who both hosted for two years.

The responsibility of the host agency is not a heavy lift. Host agency expectations are:

1. Provide staff and business resources to manage the program, i.e., hosting events virtual or in person
2. Provide staff to input matching algorithm information into spreadsheet driven database (previous host agency will train)
3. Host leadership webinar and keynote session with leaders inside and/or outside the federal community at least three times during the duration of the one-year program
4. Lead a mid-point check in based on the start date (at the six-month mark)
5. Host virtual or in-person graduation/certificate ceremony (certificates printed and provided by the DFW FEB)
6. Flexibility to modify and strengthen the program commensurate to your knowledge and leadership skills
7. Host agency guides the ship

Matching Process

Mentees may choose their own mentor or may choose to be matched with a mentor. Every effort will be made to match mentees with mentors who can best support their developmental needs. Each mentor and mentee will complete a profile. For mentors, the profile asks for areas of expertise with mentees are asked to highlight areas for growth and development. An algorithm will then be used to match a mentor and mentee based on competencies, agency affiliation, and experience. Additional refinements to matches will be made using the responses to open ended questions asked in the profile.

Benefits and Return on Investment

For Individuals The DFW/FEB Interagency Mentoring Program is designed to foster collaboration, expand the breadth of knowledge about the Federal government, be a SafePlace for the interchange of ideas, build confidence of all participants, increase knowledge, encourage growth, lead to employee retention, and provide a fresh perspective that is not tied to an established agency's mindset.

For Employers The benefits of having mentors and mentees are improved employee interaction contributing to higher job performance, the development of partnerships and allies, enhances a positive environment and provides a clear understanding of expectations for mentees, increases the retention by increasing comfort levels of employees, and a higher level of employee commitment and loyalty. Host agency gains a positive level of exposure and allow employees to see its agency in-depth and learn more about how the agency serves the federal and private sector.

Suggestions for Success

- Review resume and cover letters
- Discuss and time-management skills
- Virtually attend a professional networking event
- Introduce mentees to your colleagues or senior staff
- Invite mentee to job shadow mentor or senior staff
- Review and critique a paper or presentation
- Get together with other mentor/mentee pairs to discuss best practices and share ideas.

For more information on this year's program, please visit <https://dfw.feb.gov/feb-mentoring-program/> or reach out to NRC facilitators Earnestine Clay at 817-200-1085 or Greg Werner at 817-200-1430.